

Creating and Maintaining Education Record

1. From the worker's desktop, go up to create > casework. This will bring you to the Create Casework Page.

The screenshot shows the 'Create Case Work' page in a Microsoft Internet Explorer browser window. The page title is 'Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The eWISACWIS logo is at the top left, and navigation links for Print, Spell Check, and Help are at the top right.

The main content area is divided into two columns. The left column, titled 'Create Case Items', contains a list of categories with corresponding icons and dropdown menus. The 'Education' category is selected, and 'Education Record' is chosen from its dropdown. The right column, titled 'Cases', contains a list of case names with 'Young, Jenny' selected. Below this, the 'Case Participants' section lists: Fred Young, Present Spouse; Jenny Young, Reference Person; John Young, Biological Child (highlighted); and Marianne Young, Biological Child.

At the bottom right of the main content area are 'Create' and 'Close' buttons. The browser's status bar at the bottom shows 'Page 1', 'Sec 1', '1/1', 'At 2.2"', 'Ln 7', 'Col 1', and a toolbar with buttons for REC, TRK, EXT, OVR, WPH, and a print icon. The address bar shows 'Local intranet'.

2. Select Education Record from the Education Category along with the Case name and the person you wish to create the record for. Click on the Create button on the lower right hand of the page.

Education - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Child
 Name : John Young DOB: 08/15/1997 School District of Jurisdiction :

Responsible School Dist. **Education History**

Individualized Education Plan
 Date of Current IEP: ☐ Copy of IEP in Record
 Date Current IEP Expires: ☐ Extended School Year
 Last Updated By: Caitlin Cake
 Date Last Updated:

School District Jurisdiction History

School District of Jurisdiction	Start Date	Reason for Change	Contact Person	Phone Number
<div style="text-align: right; margin-top: 10px;"><input type="button" value="Insert"/></div>				

Done Local intranet

Page 1 Sec 1 1/1 At 7.2" Ln 10 Col 13 REC TRK EXT OVR WPH

3. The education record will appear with the Name and DOB pre-filled. The record contains two tabs. The first tab is the Responsible School District. If the child has an I.E.P. enter the date of the current plan. Date of current I.E.P. expires will automatically pre-fill for one year in the future. If there is a hard copy of the I.E.P. in the file and/or the child is on an Extended School Year, check off the boxes on the upper right of the page.

Education - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Child
 Name : John Young DOB: 08/15/1997 School District of Jurisdiction : Milwaukee

Responsible School Dist. **Education History**

Individualized Education Plan
 Date of Current IEP: 00/00/0000 ☐ Copy of IEP in Record
 Date Current IEP Expires: 00/00/0000 ☐ Extended School Year
 Last Updated By: Caitlin Cake
 Date Last Updated: 04/19/2004

School District Jurisdiction History

School District of Jurisdiction	Start Date	Reason for Change	Contact Person	Phone Number
Milwaukee	01/03/2004	<ul style="list-style-type: none"> Child Adopted Child in DHFS Facility Child in Other State Facility Child in Private Facility Child Placed in New School District Department of Education Determination Educational Responsibility Out-of-State Enrolled in Private School Enrolled in Public School Parent/Guardian Address Change 	Ms. Jones	(414)334-6547

[Notify](#) [Delete](#) [Insert](#)

[Save](#) [Close](#)

Done Local intranet

Page 2 Sec 1 2/2 At 6.7" Ln 8 Col 1 REC TRK EXT OVR WPH

- Now complete the School District Jurisdiction History Box. The School District of Jurisdiction and Reason for Change have drop down values, which you can select by clicking on the appropriate values. The start date, contact person, and telephone number are user entered fields.
- On the right hand side of the School District Jurisdiction History Box is a Notify and Delete Hyperlink.
- The Delete Hyperlink will delete the corresponding row.
- Insert will add another row for the School District Jurisdiction History.

Education Notification -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Notification Information

Reason: Child Placed in New School District [Text](#)

Original Sent To: Milwaukee Recipient Type: Anticipated School Jurisdiction

CC Sent To: Recipient Type:

CC Sent To: Recipient Type:

CC Sent To: Recipient Type:

CC Sent To: Recipient Type:

CC Sent To: Recipient Type:

Date Orig Sent: 00/00/0000

Options: [Go](#) [Insert](#)

[Save](#) [Close](#)

[Insert](#)

[Save](#) [Close](#)

Done Local intranet

Page 3 Sec 1 3/3 At 6.7" Ln 8 Col 48 REC TRK EXT OVR WPH

8. By clicking on the Notify Hyperlink, the Education Notification Page appears. By clicking on the Text hyperlink, eWiSACWIS display a letter for the case manager to print and send to all appropriate parties. Click on Save and then Close to return to the Responsible District Tab.
9. Click on the Education History Tab.

Education - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Child
 Name : John Young DOB: 08/15/1997 School District of Jurisdiction : Milwaukee

Responsible School Dist. **Education History**

Diploma and Certificate Information

☐ High School Diploma Graduation Date: 00/00/0000
☐ GED Certificate GED Date: 00/00/0000
☐ HSED Certificate HSED Date: 00/00/0000

School History

School Name	School Type	Program Type	Program	Grade	Spec Ed	Start Date	Completion Status
<div style="text-align: right; margin-top: 10px;">Insert</div>							

Save Close

Done Local intranet

Page 4 Sec 1 4/4 At 6.7" Ln 8 Col 1 REC TRK EXT OVR WPH

10. The Diploma and Certificate Information box are user entered fields. By clicking on any of the boxes will require you to enter a corresponding date.
11. The Insert Button on the lower left-hand corner will allow the worker to add School History.

Education - Microsoft Internet Explorer provided by DHES - State of Wisconsin
Maintain Education History -- Web Page Dialog

eWISACWIS Print Spell Check ABC Help ?

Information

School Name: 1ST Street Elementary

School Type: Public School

Program Type: Regular Education

Program:

School District: Milwaukee County

Last Grade Completed: 2 ☐ Special Education

Special Ed. Level:

Start Date: 01/03/2004

End Date: 00/00/0000

Completion Status:

Contact Person: Ms Mercer

Phone Number: (414)220-9876

Continue Close

ion

[Delete](#) [Edit](#)

Insert

Save Close

Done

Page 5 Sec 1 5/5 At 6.3" Ln 6 Col 1 REC TRK EXT OVR WPH

Local intranet

12. School Type, Program Type, School District, Special Education Level, and Completion Status has drop down values. Click on the appropriate value to populate the field. School name, Program, Last Grade Completed, Start/End dates, Contact Person and Phone Number are user entered fields. When completed, click on the Continue Button to return to the Education History Tab.

Education - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Child
 Name : John Young DOB: 08/15/1997 School District of Jurisdiction : Milwaukee

Responsible School Dist. **Education History**

Diploma and Certificate Information

☐ High School Diploma Graduation Date: 00/00/0000
☐ GED Certificate GED Date: 00/00/0000
☐ HSED Certificate HSED Date: 00/00/0000

School History

School Name	School Type	Program Type	Program	Grade	Spec Ed	Start Date	Completion Status	
1ST Street Elementary	Public School	Regular Education		2	<input type="checkbox"/>	01/03/2004		Delete Edit

[Insert](#)

[Save](#) [Close](#)

Done Local intranet

Page 6 Sec 1 6/6 At 6.7" Ln 8 Col 1 REC TRK EXT OVR WPH

13. The School History information will populate into the School History box. On the right hand side of the page is the Delete Hyperlink. Click on it to delete the corresponding row. If information needs to be updated on the Education Record, click on the Edit Hyperlink to maintain information. If the child changed schools, click on the Insert Button on the lower right to add additional School Information for the new school.
14. Once completed, click on Save and Close to return to the Desktop.